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Subject: STaR Team SAIS Bulletin No. 2 (FY09)

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Arizona Department of Education
System Training and Response (STaR) Team
<http://www.ade.az.gov/schoolfinance/star>

STaR Team SAIS Bulletin No. 2 (FY09) – STaR Team Absence Calculator Workbook
Tuesday, July 22, 2008

We are pleased to announce the availability of the “STaR Team Absence Calculator Workbook.”

The primary purpose of the workbook is to determine the amount of absence to assign students who miss a portion of a school day. The Absence Calculator may also be used to determine the total instructional hours for groups of students who follow the same schedules throughout the year. Calculations performed by the various worksheet templates are in accordance with the Arizona Department of Education “[Procedures for Reporting Student Absence](#)” (Version 5).

The “[STaR Team Absence Calculator Workbook](#)” and the “[ADE STaR Team Absence Calculator Users Guide](#)” are available for download at <http://www.ade.az.gov/schoolfinance/star>

Presentations regarding the use of the “Absence Calculator Workbook” for delivery in September via web conference (webinar) are being planned and will be announced on or around August 22. Additional webinars will be scheduled throughout the year as need/interest dictates. Though LEA personnel may wish to take advantage of training sessions offered by webinar, the use of the “Absence Calculator Workbook” is fully supported by the STaR Team through normal requests for assistance.

Note: It is incumbent upon the user to ensure that the guidelines and procedures governing the reporting of absences as set forth by the Arizona Department of Education are reviewed and properly implemented when using this tool.

Whenever you have immediate need for assistance with specific issues related to SAIS, please visit our web site at <http://www.ade.az.gov/schoolfinance/star> and click on "Request for SAIS Training and Assistance."